
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

February 6, 2015

ADMINISTRATIVE ASSISTANT—(Lyon County—Western KY Correctional Complex)—
Grade 9—(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must
have three years of experience in business, administrative work, research, or clerical
experience. College will substitute for the required experience on a year-for-year basis.

**ADMINISTRATIVE SPECIALIST I – (Shelby County – KY Correctional Institution for
Women)** Grade 9 – (\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** Graduate of a
college or university with a bachelor's degree. Administrative, business, research or clerical
experience will substitute for the required education on a year-for-year basis.

**CORRECTIONAL FARM CREW LEADER—(Oldham County—Roederer Correctional
Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS:** High school
graduate. Must have one year of agricultural experience. Additional education or training in
agriculture will substitute for the experience on a year for year basis. Must be 21 years of age.

CORRECTIONS RECREATION LEADER—(Oldham County—KY State Reformatory)—
Grade 11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** Graduate of a college or
university with a bachelor's degree. Experience in planned recreation, physical education or
related activities will substitute for the required education on a year-for-year basis

**CORRECTIONS UNIT ADMINISTRATOR I—(Elliot County —Little Sandy Correctional
Complex) —Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS:** Graduate of a
college or university with a bachelor's degree. Must have 2 years of experience in corrections,
law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A
master's degree in corrections, criminal justice, law enforcement, social work, sociology,
counseling and guidance or a related field will substitute for 1 year of the required experience.
Additional experience in corrections, law enforcement, criminal justice or social work dealing
with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Oldham County –
Roederer Correctional Complex)** Grade 10—(\$2006.08-\$2657.70) **MIN. REQUIREMENTS:**
High school graduate. Must have 4 years of experience in the maintenance and/or repair of air
conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the
above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of
the above or related fields will sub for the education on a year-for-year basis

**OFFICE SUPPORT ASSISTANT II- (Franklin County –Central Office/Division of
Substance Abuse)** Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High
school graduate. Must have two years of office support experience. Additional education will
substitute for the required

**PAROLE BOARD SPECIALIST II-(Franklin County-Parole and Victim Services/Central
Office)-Grade 13 (\$2670.20 -3554.70) MINIMUM REQUIREMENTS:** Graduate of a college
or university with a bachelor's degree. **EXPERIENCE:** Must have two years of professional
correctional, counseling, social work or related. A master's degree in social work, sociology,
counseling and guidance or a related field will substitute for one year of the experience.

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(continued)**

February 6, 2015

PROBATION AND PAROLE INVESTIGATOR-(Hardin County-Probation and Parole)

GRADE: 12 -\$2427.44 - \$3215.72 **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE INVESTIGATOR-(Harlan County-Probation and Parole)

GRADE: 12 -\$2427.44 - \$3215.72 **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE OFFICER- TWO Positions-(Jefferson County-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$1,823.90 - \$2,416.22)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.